

## **NONCOMPETITIVE BID REQUEST CHECKLIST**

Has the applicant/recipient met the following requirements of the *Recipient Handbook*:

Check appropriate box:    **Yes**    **No**

### **Section 3511**

Do conditions exist that require a sole/single-source contract?

### **Section 3521.1**

Is a brief description of the program or project included?

### **Section 3521.2**

Was it necessary to contract noncompetitively?

Did the contractor submit his/her qualifications?

Is the reasonableness of the cost justified?

Were cost comparisons made with differences noted for similar services?

Is a justification provided regarding the need for contract?

### **Section 3521.3**

Is an explanation provided for the uniqueness of the contract?

### **Section 3521.4**

Are there time constraints impacting the project?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?